

## **CHAPTER 4-07-25 MERIT SYSTEM EXAMINATIONS**

### **Section**

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**4-07-25-01. Scope of chapter.** This chapter applies to all applicants who apply for positions in agencies covered by the North Dakota merit system and to all agencies, departments, institutions, boards, commissions, and political subdivisions required to comply with standards for a merit system of personnel administration.

**History:** Effective September 1, 1992; amended effective July 1, 1995.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12

**4-07-25-02. Examinations.** Examinations may include one or a combination of the following:

1. A rating of training and experience.
2. A written examination to determine skill or otherwise measure suitability.
3. A performance examination.
4. A pass or fail review.
5. A scored oral interview.
6. Or another appropriate job screening technique.

**History:** Effective September 1, 1992; amended effective July 1, 1995.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12

**4-07-25-03. Conduct of examinations.** The employing agency shall conduct all examinations in places convenient for applicants and practicable for administration. The employing agency may make arrangements for the use of various public buildings in order to conduct the examinations.

**History:** Effective September 1, 1992; amended effective July 1, 1995.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12

**4-07-25-04. Reexamination schedule.** An applicant who has taken an examination may retake the examination according to procedures established by the employing agency solely at the agency discretion. The employing agency shall then use the highest of the examination scores.

**History:** Effective September 1, 1992; amended effective May 1, 1994; July 1, 1995; July 1, 2004.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12

**4-07-25-05. Notice of final status.** The employing agency shall notify an applicant who applies for a job vacancy of the applicant's final status in writing.

**History:** Effective September 1, 1992; amended effective July 1, 1995.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12

**4-07-25-05.1. Exception.** If an agency has a contract with job service North Dakota, only those applicants referred to the agency by job service must be notified of their final status in writing.

**History:** Effective July 1, 1995.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12

**4-07-25-06. Correcting an error.** The employing agency shall promptly take action, upon notification, to correct an error made by the agency in any part of the examination process. The agency shall notify an applicant in writing of any corrective action taken.

**History:** Effective September 1, 1992; amended effective July 1, 1995.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12